


**THE HAWAII STATE DEPARTMENT OF
TRANSPORTATION**

**GUIDE FOR PUBLIC
INVOLVEMENT
PLANNING**

**IN
THE TRANSPORTATION PLANNING AND
PROGRAMMING PROCESS**

Approved: 

RODNEY K. HARAGA
DIRECTOR

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DATE

State of Hawaii Department of Transportation

869 Punchbowl Street, Honolulu, Hawaii 96813

Website Address: <http://www.hawaii.gov/dot/stp/pip>

E-Mail: ronald.tsuzuki@hawaii.gov

FORWARD

The Hawaii State Department of Transportation (Hawaii DOT) is responsible for the planning, design, construction, operation, and maintenance of State facilities in all modes of transportation including air, water, and land. Coordination with other state, county, and federal programs is maintained in order to provide for safe, efficient, accessible, and intermodal transportation systems for the mobility of people and goods. These efforts are to enhance and preserve economic prosperity and the quality of life to Hawaii's population.

The Hawaii DOT Guide for Public Involvement Planning is intended to help the public learn about the land transportation planning process and to encourage public participation in the planning process. The Hawaii DOT undertakes a broad spectrum of planning efforts ranging from long-range policy planning to the planning of roadway improvements at the corridor level. As such, this Guideline identifies and expresses the Hawaii DOT commitment to public participation for this array of planning programs.

This Guide is the first formal collection of public involvement procedures and policies for Hawaii DOT's land transportation planning projects. The Guideline is dynamic in nature. It is intended to evolve into a more refined document as levels of citizen participation grow. We will make every effort to remain contemporary in our scope. We trust that this effort will strengthen the public's trust in our public institution.

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PART 1

TRANSPORTATION PLANNING IN HAWAII

1.1 Background

The Hawaii State Department of Transportation is responsible for the planning, design, construction, operation, and maintenance of State facilities in all modes of transportation including air, water, and land. Coordination with other state, county, and federal programs is maintained in order to provide for safe, efficient, accessible, and intermodal transportation systems for the mobility of people and goods. These efforts are to enhance and preserve economic prosperity and the quality of life to Hawaii's population.

The Hawaii Department of Transportation, Hawaii DOT, was formed shortly after Hawaii became a state in 1959. The Hawaii DOT is comprised of three divisions, Airports Division, Harbors Division, and Highways Division. Departmental staff offices which support the overall modal elements of Hawaii DOT are: Statewide Transportation Planning Office, Office of Special Compliance Programs, Office of Civil Rights, Office of Community Relations, Personnel Office, Business Management Office, Contracts Office, PPB Management and Analytical Office, Computer Systems and Services Office, and the Property Management Office.

Figure 1 depicts the Organization Chart for the Hawaii State Department of Transportation.

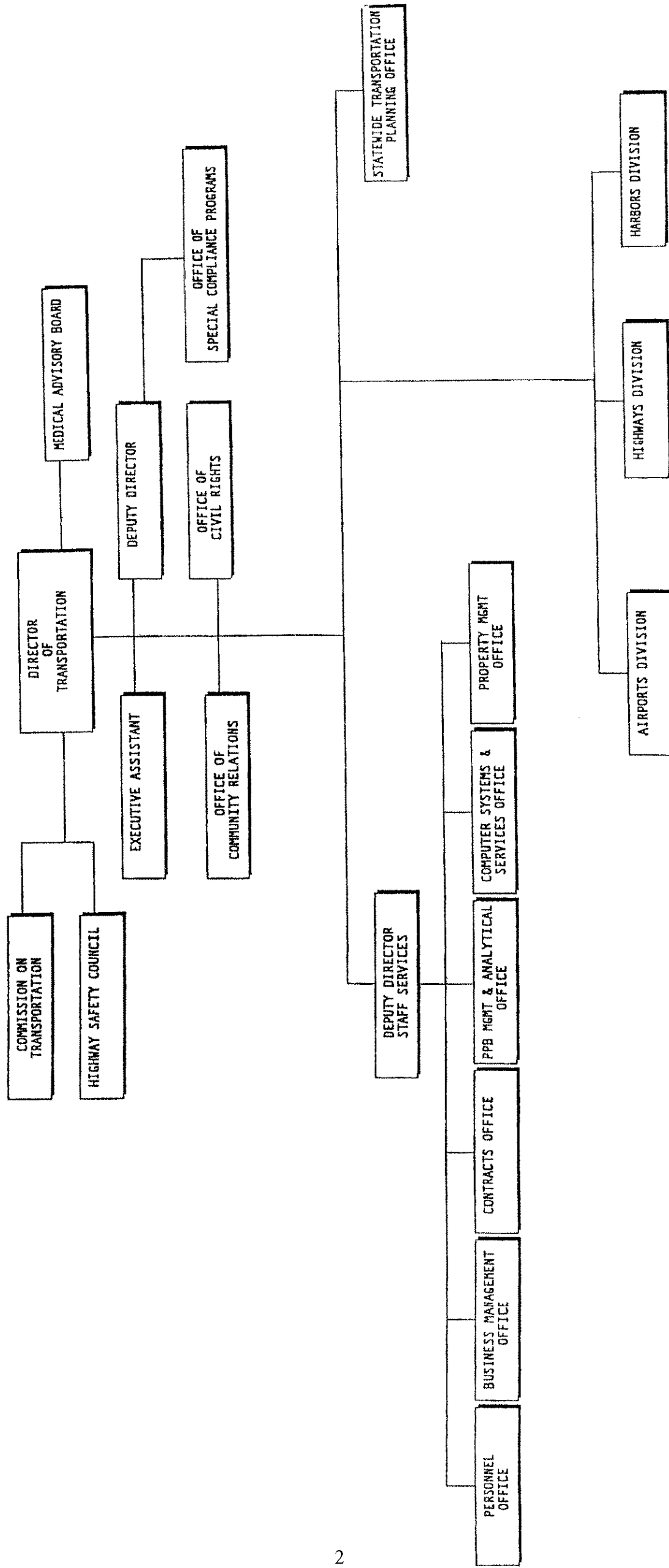


Figure 1: Organization Chart of the Hawaii State Department of Transportation

The three divisions of Hawaii DOT, Airports, Harbors, and Highways all work closely with their Federal counterparts: Federal Aviation Administration, Army Corps of Engineers, Federal Highway Administration, and the Federal Transit Administration in order to keep Hawaii coordinated with overall federal programs and standards. Hawaii DOT also works cooperatively with the Planning and Public Works Departments in each of Hawaii's three neighbor island counties, and with the Department of Transportation Services, Planning and Permitting, and Design and Construction Departments of the City and County of Honolulu. In addition, the Hawaii DOT coordinates its activities with the Oahu Metropolitan Planning Organization, OMPO, which does transportation planning and programming for Oahu, the island governed by the City and County of Honolulu.

1.2 Hawaii DOT Planning Activities

Hawaii DOT land transportation planning activities include:

- Preparing the Hawaii Statewide Transportation Plan (HSTP)
- Preparing long-range land transportation plans for the counties of Kauai, Maui, and Hawaii in partnership with each of these counties.
- Participating in the long-range land transportation plan for Oahu as part of the Oahu Metropolitan Planning process.
- Preparing the State of Hawaii Statewide Transportation Improvement Program (STIP)
- Preparing corridor studies and planning for special projects.

1.2.1 Statewide Transportation Plan (HSTP)

The Hawaii Statewide Transportation Plan links broad policy goals with specific action items. It provides the foundation that connects these action items with the transportation planning done at the regional and county levels. The plan is a production of collaboration with Hawaii DOT and its three operating divisions as well as with the transportation planning partners at the county levels. This collaboration uses input from the various sources including the users of the transportation system, the stakeholders, and providers.

The HSTP sets the stage and provides the context for the development of transportation programs that, when implemented, will help achieve one or more of Hawaii's transportation goals. It identifies transportation directions and the range of key elements to be considered in the development, management, and operation of Hawaii's transportation systems. Hawaii DOT will update the plan every five

years to assess its progress and to make adjustments as appropriate. The current HSTP was completed in 2002.

1.2.2 Long-Range Land Transportation Planning for the Counties of Kauai, Maui, and Hawaii

The Hawaii DOT, in partnership with the individual planning and public works officials of each respective county, prepares a long-range land transportation plan for the county. Each plan is developed through the Countywide Transportation Planning Process (CTPP), a cooperative, comprehensive and continuing transportation planning effort involving the State of Hawaii and the neighbor island counties. Each of these long-range land transportation plans is consistent with the Statewide Transportation Plan as they are utilized in the development of the overall Statewide Transportation Plan. The current set of transportation plans have a horizon year of 2020. Updates to these plans are currently being initiated with a proposed horizon year of 2030.

1.2.3 Long-Range Land Transportation Planning for Oahu Through the Metropolitan Planning Process

The City and County of Honolulu, on the Island of Oahu, is the sole county which is vested with a Metropolitan Planning Organization, known as the Oahu Metropolitan Planning Organization, OMPO. The Hawaii DOT is an integral part of this organization and is a direct partner in the preparation of the Long Range Transportation Plan. The OMPO has the overall coordinating role in the preparation of the long-range land transportation plan, the planning work program, and the Transportation Improvement program for the City and County of Honolulu.

1.2.4 State Planning and Research Program (SPR)

The Hawaii DOT is responsible for developing the SPR. This program identifies the federally funded planning studies proposed to be undertaken by Hawaii DOT as well as specific research, development, and technology transfer programs with statewide implications. The SPR is the key management tool for coordinating State planning and research activities related to transportation. It describes the planning projects to be undertaken during the programmed year. Project objectives and tasks are outlined with budgetary and staff requirements needed to carry out the project. The SPR program is developed annually and may be amended during the program year.

1.2.5 State of Hawaii Transportation Improvement Program (STIP)

The STIP is a three-year programming document that identifies and establishes the implementation priority for State and County transportation projects which are to be funded in part with federal highway or transit funds. Additionally,

regionally significant projects requiring action by the Federal Highway Administration (FHWA) or the Federal Transit Administration (FTA) are required to be included in the STIP even though the projects may be funded with only State or County funds. All STIP projects are required to be consistent with the HSTP. The STIP is updated every 2 years and may be amended as necessary. Figure 2 shows the STIP process.

1.2.6 Corridor Studies and Special Projects

The Hawaii DOT conducts corridor studies and special studies which generally support or further develop the Long-Range Land Transportation Plan in each county or the STIP. These projects use federal funds if additional funding resources are needed.

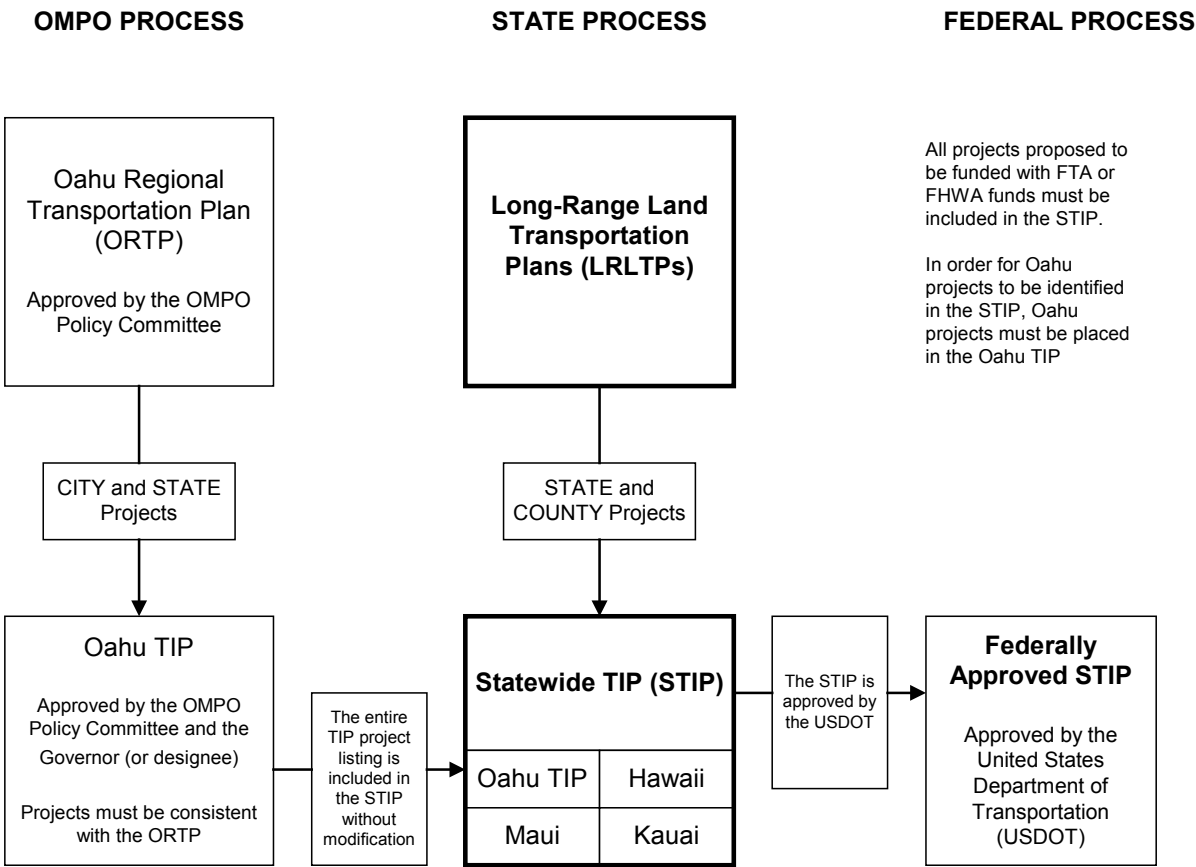


Figure 2: The State Transportation Improvement Program (STIP) (Source: OMPO Guide to Public Involvement)

1.3 Role of Public Involvement in the Transportation Planning Process

The early involvement of a broad cross-section of the community is an essential element in planning the surface transportation system in Hawaii. The development of community consensus early in the planning process helps identify acceptable alternatives that link transportation strategies to related issues such as environmental and socio-economic goals. A transportation strategy that considers and accommodates community views is a basic goal of the transportation planning process. Inclusion of public input not only mitigates problems from unnecessary delays and litigation; but also improves and strengthens a plan because citizens can be an important source of information, ideas and futuristic thinking on which to build consensus.

1.4 The Hawaii DOT's Policy for Public Involvement

The intent of the Hawaii DOT's Guide for Public Involvement Planning is to:

- Increase public awareness and understanding of the transportation planning process in Hawaii;
- Encourage broad citizen participation in the development of Hawaii DOT's transportation plans and programs, including citizens who have traditionally been underserved and underrepresented, such as minority and low-income populations;
- Stimulate a broad-based interest in Hawaii DOT's planning activities;
- Improve communication between the public and the Hawaii DOT; and
- Foster greater opportunities for the public to participate in the transportation planning decision-making process by maximizing opportunities for the public to collaborate with the Hawaii DOT and transportation-related agencies in Hawaii's four counties.

Section 2.3 contains the detailed Public Involvement policy statement for Hawaii DOT.

PART 2

PUBLIC INVOLVEMENT PLAN FOR HAWAII DOT

Public involvement is a key element in Hawaii DOT's transportation planning process. In addition, the federal regulations for statewide transportation planning and metropolitan transportation planning require that the transportation planning process include, "a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and Transportation Improvement Programs." [23 CFR Part 450.316(b)(1)].

2.1 Mission Statement

It is the Hawaii DOT's intent to seek and encourage public involvement by stimulating broad public awareness of, and increased public participation in the comprehensive, cooperative, and continuing transportation planning and decision-making process in Hawaii.

2.2 Public Involvement Plan Goal and Objective

The overall *goal* of the Hawaii DOT Guide for Public Involvement Planning (GPIP) is to ensure that the products of Hawaii DOT's land transportation planning process consider the needs and concerns of the public.

The *objective* of the Hawaii DOT GPIP is to continue to expand its outreach programs by:

- Identifying ways to involve communities, groups, and individuals – including minority and low-income populations, who are often under-represented and underserved by public facilities.
- Identifying and seeking to remove barriers to public participation.
- Providing these communities, groups, and individuals with relevant information in a timely manner; and
- Establishing effective means of obtaining feedback from these communities, groups, and individuals through the transportation planning process.

With the assistance of its citizen advisory or other types of user groups formed for specific Hawaii DOT projects, the Hawaii DOT continues to move in this direction – improving public involvement opportunities and strengthening community trust and support.

2.3 Hawaii DOT Public Involvement Policy

Effective public input requires reasonable access to technical and policy information. Such information is used in the development of transportation plans and to facilitate dialogue at public meetings. The following serves as the public involvement policy for Hawaii DOT. This policy has been in effect as of the adoption of the Hawaii Statewide Transportation Plan in September, 2002.

The Hawaii Department of Transportation recognizes, encourages and solicits pro-active public involvement that can be fully integrated into the planning process and incorporated in the various planning activities by Hawaii's transportation agencies. TEA-21 provides specific guidelines for the public involvement program that reflect this policy and the objectives enumerated below:

"The public involvement processes are open and proactive providing complete information, timely public notice, full public access to decisions, and opportunities for early and continuing involvement by its residents".

The objectives are to:

- Provide early and continuing public involvement opportunities throughout the transportation planning and programming process;
- Provide timely information about transportation issues and processes to the public, affected public agencies, representatives of transportation agencies, private providers of transportation, freight shippers, users of public transportation and other interested parties and segments of the community affected by transportation plan, programs, and projects;
- Provide adequate public notice of public involvement activities and time for public review and comment at key decision points, including, but not limited to, action on planning activities;
- Provide reasonable public access to technical and policy information used in the development of plans;
- Conduct a process for demonstrating explicit consideration and response to public input during the planning and program development process, including responses to input received from persons with disabilities and minority, elderly, and low-income populations;
- Implement a process for seeking out and considering the needs of those traditionally under served by existing transportation systems, including, but not limited to low-income and minority populations which may face challenges accessing employment and other opportunities; and

- Encourage and assist all divisions of the Department of Transportation, the OMPO, county agencies, transportation providers, and other participants in the transportation planning process to identify and involve the affected and interested public.
- Sponsor outreach, training, and technical assistance and provide information for State, regional and county transportation agencies on effective public involvement procedures.
- Provide review at least once every three years of the effectiveness of the public involvement process to ensure that it continues to provide full and open access to all and allows for modifications to the process as necessary, with specific attention to the effectiveness of efforts to engage persons with disabilities, minority individuals, and elderly and low-income populations.

The State of Hawaii Department of Transportation affirms that public involvement is an integral component of its planning activities and is committed to maintaining the public's involvement in these activities.

2.4 Title VI and Environmental Justice Considerations

Title VI and environmental justice relate to fairness. These programs seek to ensure that federal monies are not used to finance discrimination on the basis of race, color, or national origin. They also seek to ensure that no groups of individuals will experience disproportionate adverse impacts from departmental programs, activities, and projects. Further it seeks to ensure that no group receives more than its fair share of benefits.

2.4.1 Legislation

Title VI of the Civil Rights Act of 1964 bars intentional discrimination as well as disparate impact discrimination (i.e., a neutral policy or practice that has a disparate impact on protected groups). Title VI states, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

In 1994, Executive Order 12898 was issued. The Executive Order directs all federal agencies to implement environmental justice. The Environmental Justice Order further amplifies Title VI by providing that each federal agency shall make achieving the environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority and low-income populations

The United States Department of Transportation (USDOT) has identified environmental justice as an “undeniable mission of the agency” along with safety and mobility. USDOT stresses three principles of environmental justice:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

2.4.2 Hawaii DOT Policy Statement for Title VI & Environmental Justice

It is the policy of the Hawaii Department of Transportation (HDOT) including its Airports, Harbors and Highways Divisions to assure that it is in full compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives in all programs and activities. No person shall, on the grounds of race, color, national origin, or gender be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any HDOT program or activity. The HDOT further assures that it will make every effort to prevent discrimination by the impact of its programs, policies and activities on minority populations and on low-income populations.

The HDOT will revise its contracts to include Title VI language in all written agreements with sub-recipients of Federal-aid funds and will monitor these agreements to assure compliance.

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (23 CFR 200.9 and 49 CFR 21).

The Civil Rights Restoration Act of 1987 amended Title VI to make it clear that discrimination is prohibited throughout an entire agency if any part of the agency receives federal assistance.

§162(a) of the Federal-aid Highway Act of 1973 (§324, Title 23 U.S.C.) prohibits discrimination on the basis of gender. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101, prohibits discrimination based on age.

Executive Order 12898 (issued February 11, 1994) mandates that “Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.” The three fundamental environmental justice principles follow:

- To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
- To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
- To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

§520 of the Airport and Airway Improvement Act of 1982, (§47123, Title 49 U.S.C.) added sex and creed to the list of prohibited bases of discrimination with regard to nondiscrimination in the Federal Aviation Administration’s grant program.

2.5 Hawaii DOT Vision of Transportation in the 21st Century

Appendix A identifies the Hawaii DOT vision of transportation in Hawaii for the 21st Century. To address this vision, the Hawaii DOT will seek continued and cooperative planning and dialogue with the public and other governmental entities involved with the Hawaii DOT.

PART 3

IMPLEMENTING HAWAII DOT'S PUBLIC INVOLVEMENT PROGRAM

The following guidelines and procedures were established to implement Hawaii DOT's Public Involvement Plan. Public involvement activities are subject to the availability of financial and staff resources within Hawaii DOT. Recommended strategies listed in *Appendix B* and Hawaii DOT will continue to utilize and refine those techniques best suited for the transportation plan or program being developed.

3.1 Administrative Guidelines.

3.1.1 Administrative Relationships with OMPO

The Hawaii DOT is represented in the OMPO at both the Policy Committee (Director of Hawaii DOT) and the Technical Advisory Committee (the State Transportation Planner and the Highway Division Administrator). This representation is both a part of the Hawaii State Law and by cooperative agreement with local government, the City and County of Honolulu. As such, the Hawaii DOT is a full partner in the OMPO and fully supports the OMPO Public Involvement Program. Administrative guidelines for the OMPO are contained in the OMPO Guide to Public Involvement.

3.1.2 Administrative Relationships with the Counties of Kauai, Maui, and Hawaii

The Counties of Kauai, Maui, and Hawaii do not have a Metropolitan Planning Organization (MPO) as is the case with the City and County of Honolulu. The Hawaii DOT has coordination and oversight responsibilities in lieu of a MPO.

3.1.2.1. Administrative guidelines for the County Transportation Planning Process (CTPP) for the Counties of Kauai, Maui, and Hawaii

- a. The Hawaii DOT Director is represented on the CTPP Policy Committee along with representatives of the county concerned
- b. The Hawaii DOT senior staff member is represented on the CTPP Technical Advisory Committee
- c. Correspondence and coordination efforts rest with the Hawaii DOT.

Figure 3 describes the organizational structure for the CTPP.

Transportation Planning Process Organization Structure

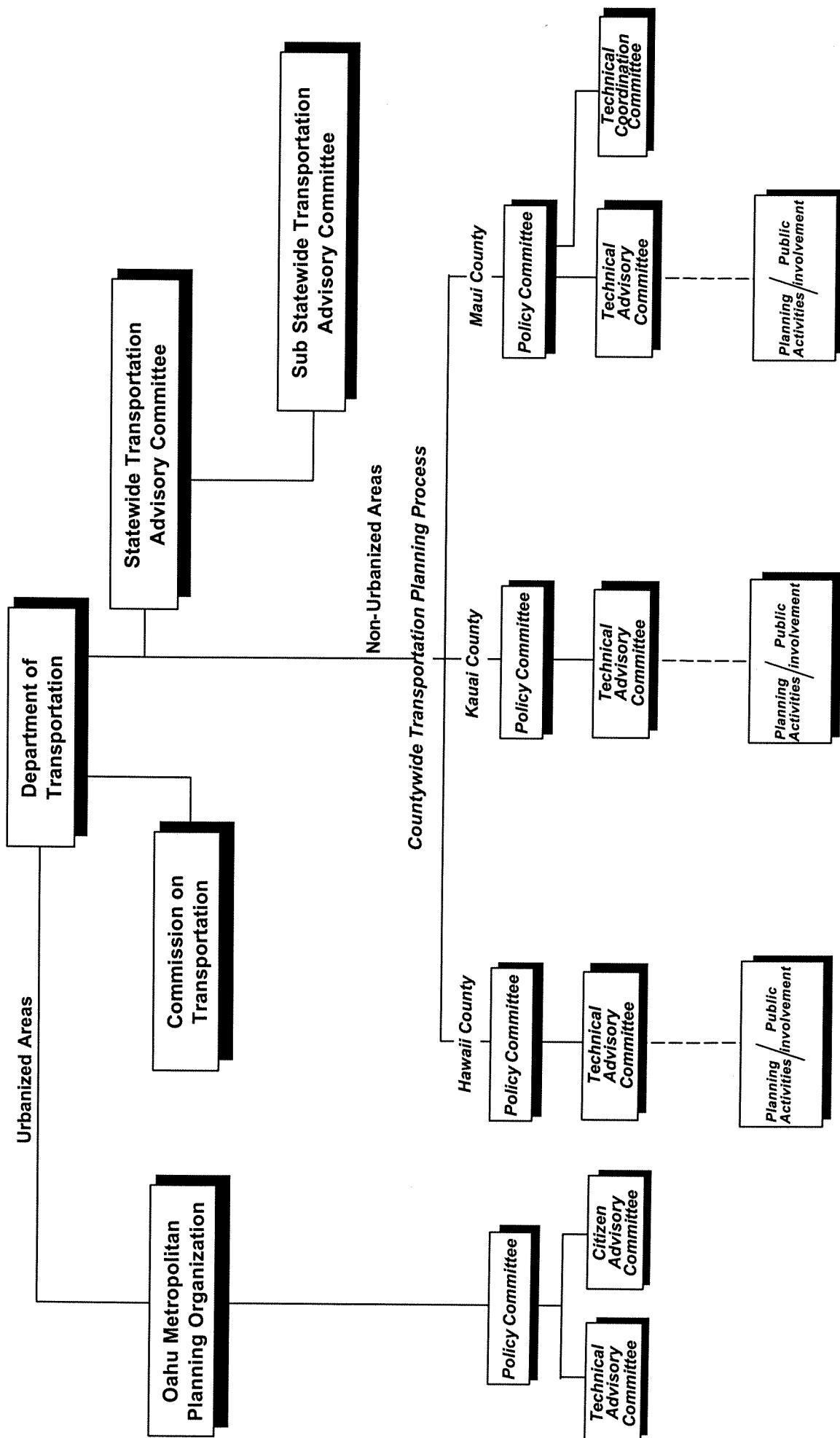


Figure 3: Transportation Planning Process: Organization Structure (Source: Hawaii Statewide Transportation Plan, September 2002)

3.1.2.2. Statewide Transportation Advisory Committee

The Statewide Transportation Advisory Committee (STAC) serves as the coordinating committee, which includes key state agencies along with agencies from the four counties in the state. The STAC was established by the Hawaii State Legislature to assist and advise the Hawaii DOT in the development of the Statewide Transportation Plan and other programs pertaining to statewide planning and programming, such as the State Transportation Improvement Program (STIP). Additionally, ex-officio members of STAC include the Director of the Oahu Metropolitan Planning Organization and the Division Administrator of the U.S. Department of Transportation, Federal Highway Administration. Supporting the STAC are senior members of the respective departments who comprise the sub-Statewide Transportation Advisory Committee (sub-STAC)).

3.1.3 Citizen Advisory Committees

To respond to community considerations which may vary from planning project to planning project, the Hawaii DOT may establish a Citizen Advisory Committee for a project depending on the scope of the particular project. In some instances, a semi-permanent Citizen Advisory Committee may be formed to ensure continuity over a project's duration. Descriptions of public involvement in specific types of planning projects are identified in Section 3.2 of this document. The Administrative guidelines for the Citizen Advisory Committees are as follows:

- a. Representatives to the project CAC will be solicited from the general public, including but not limited to: affected citizen's groups, representatives from the business and labor sectors, public interest groups, and interested individuals.
- b. Hawaii DOT will seek to identify and include representatives from minority and disadvantaged groups, particularly for those projects directly impacting said groups.
- c. Notices of interest for membership into the CAC will be publicized ahead of or concurrently with the specific project. These notices will be included in recognized daily news media.
- d. Members of the CAC shall provide input which reflect community concerns related to the project.
- e. Members of the CAC shall review proposed project documents and offer their comments for incorporation into the particular project effort.

- f. Upon request, each member of the CAC shall receive, at no cost, a single copy of the project final document.
- g. Meetings of the CAC shall be open to the public.

3.2 PLANNING PROJECT PROCEDURES

3.2.1 Statewide Transportation Plan (HSTP)

The formation of a Citizen's Advisory Committee has been a key component of public involvement in the past preparation of the HSTP and subsequent updates. In future updates, the Hawaii DOT may seek alternative formats to foster continued public involvement. The following procedures, in combination with the CAC Administrative guidelines, will serve as a key component for public involvement in the event the CAC framework is utilized.

- a. Formation of CAC committees for each county will be made prior to the formulation of a public involvement plan.
- b. The public involvement plan developed will be an integral part of the overall planning effort. The public involvement plan will include the development of information such as: the number and types of information meetings, meeting locations, times of meetings, and logistical requirements.
- c. Information packets related to the project will be provided to the CAC members, individuals and groups responding to published meeting notices, and other potentially affected groups expressing interest in the planning effort.
- d. Public input will be solicited to identify problem areas, goals and objectives, and the development of alternative strategies related to statewide transportation issues.
- e. Written comments are to be sent to Hawaii DOT by mail as well as e-mail and faxes. Written and oral comments will also be received at public meetings.
- f. Other strategies to solicit public input, including input from minority and disadvantaged groups, will be used as appropriate. Potential strategies are described in Appendix B.
- g. Key decision points of the HSTP development will be identified for public review and comment. Status reports will be made available throughout the planning project.

- h. Significant written and oral comments received will be included as part of the statewide transportation planning process.

3.2.2 Countywide Long-Range Land Transportation Plans

Citizen inputs to this set of long-range transportation plans are of major significance. Formation of a CAC for each county is of primary importance. When the Hawaii DOT is the lead agency, the following procedures will be used to provide for greater involvement:

- a. Formation of a CAC and the subsequent development of a public involvement plan is a primary task component of the long-range planning process. The public involvement plan will include the development of information such as the number and types of information meetings, meeting locations, times of meetings, and logistical requirements.
- b. Information packets related to the project will be provided to the CAC members, individuals and groups responding to published meeting notices, and other potentially affected groups.
- c. Public input will be solicited to identify problem areas, goals and objectives, and the development of alternative strategies and infrastructure improvements.
- d. Written comments are to be sent to Hawaii DOT by mail as well as e-mail and faxes. Written and oral comments will also be received at public meetings.
- e. Other strategies to solicit public input, including input from minority and disadvantaged groups, will be used as appropriate. Potential strategies are described in Appendix B.
- f. Key decision points of the countywide long-range transportation plan will be identified for public review and comment. Status reports will be made available throughout the planning project.
- g. Significant written and oral comments received will be included as part of the long-range transportation plan process.

3.2.3. Statewide Transportation Improvement Program

The Hawaii DOT is responsible for the development of the STIP for all areas of the State of Hawaii. The Statewide Transportation Advisory Committee (STAC) is the coordinating committee between the State and the four counties of Honolulu, Hawaii, Maui, and Kauai for developing the STIP. The following procedures, along with the CAC public involvement administrative guidelines in section 3.1.3, are to be used to facilitate the timely development of

the STIP and to maximize the greatest opportunity for public comment on STIP projects and programs.

- a. The proposing entity shall be responsible for ensuring public input to projects in the STIP. The compliance with governmental requirements at the state and local level is inherent within the budgeting process of each governmental entity. The proposing agency is encouraged to use the public involvement strategies described in Appendix B. Whenever possible, comments shall be solicited, documented, and submitted to Hawaii DOT by the implementing government agency prior to submitting the project to Hawaii DOT for inclusion in the STIP.
- b. Comments from transportation agencies and their employees as well as providers of transportation shall be solicited. Solicitation of these comments rests with the agency proposing the particular project.
- c. Hawaii DOT shall provide the public an opportunity to review and comment on the draft STIP prior to the approval of the final STIP
- d. Other strategies to solicit public input, including input from minority and disadvantaged groups, will be used as appropriate. Potential strategies are described in Appendix B.
- e. Formation of a Citizen's Advisory Committee for each county, including Hawaii, Maui, and Kauai Counties, will be optional, depending on the desires of the counties. The county-level CAC will advise the STAC unit for that county. The Public Involvement Plan found in the OMPO Guide to Public Involvement will be followed for the development of the Oahu portion of the STIP.
- f. Public input received for projects that are in the planning phase will be documented as part of the particular planning effort. As a proposed project moves into the environmental and design phases, public involvement documentation will be made to the project sponsor.
- g. Comments received on the draft STIP and resulting disposition of comments will be documented as part of the STIP process.
- h. The approved program, if significantly different from the draft STIP, shall be made readily available for public information.

3.2.4 State Planning and Research Program

The Hawaii DOT is responsible for developing the State Planning and Research Program. The SPR program has two components: Part I – related to planning studies; Part II- related to research, development, and technology transfer. This program is developed annually.

- a. The agency proposing the planning study or project shall be responsible for fostering public involvement prior to the proposal being submitted to Hawaii DOT. Compliance with all requirements (Federal, State and County) is the responsibility of the proposing agency.
- b. If appropriate, work elements for development of significant transportation plans shall include specific work tasks that foster public involvement.

3.2.5 Special Projects and Corridor Analysis Studies

Major transportation planning or programming projects that are expected to directly impact the STIP, Long-Range Land Transportation Plans, or SPR programs (e.g., area master plans, facility/modal master plans, and corridor studies) shall have a public involvement strategy. When Hawaii DOT or its partner agencies propose a regionally significant planning or programming project, the proposing entity shall prepare an individual public involvement strategy at the start of the interagency consultation period. The public involvement strategy shall:

- a. Provide for early and continuing public participation in key decision-making and support proactive public participation in the consideration of the issues, plans, and programs addressed by the project.
- b. Engage the public in the consideration of the purpose and need for a major investment and the development and evaluation of alternatives. The sponsoring or implementing agency shall involve a cross-section of representatives from the affected communities, including low-income and minority communities, when making this assessment.
- c. Be consistent with the intent of the Federal Highway and Transit Administrations' planning process requirements.

APPENDIX A

Hawaii DOT Vision of Transportation in the 21st Century

OUR VISION
TRANSPORTATION IN THE 21ST CENTURY
HAWAII STATE DEPARTMENT OF TRANSPORTATION

As we move into the 21st Century, we envision a multi-modal transportation system that encourages the integration of advanced technology and innovation in providing for the safe, economic, efficient, and convenient movement of people and goods while fostering economic growth and development throughout the state.

We see... a well-developed multi-modal transportation system in Hawaii.

Our airports and harbors on Oahu, Maui, Hawaii, and Kauai will be developed to insure the rapid and efficient movement of people and goods to local, national, and international destinations. All parts of the world will be accessible by a combination of long-range, subsonic and hypersonic jet aircraft.

Our interstate highway system will be completed. Each of our islands will have a complete belt highway around the island. Highways will be four lanes, divided to enhance safety and landscaped to enhance the islands' beauty. Grade-separated crossing and interchanges will replace many old road intersections and traffic bottlenecks.

We see... other forms of transportation. Environmentally friendly, automated rapid transit and people mover systems will move large numbers of people into and within cities with clock-like precision. State-of-the-art electrical systems and innovations will energize these with improved energy efficiency.

Hi-speed ferries will transport our commuters from their homes to work in comfort and without the stresses of peak-hour driving. Ferries will provide our visitors with important transportation links to the airport, the downtown waterfront, and various resort and tourist destinations.

We see... jobs created closer to homes, and homes clustered around employment centers. Those living in suburban communities will work in neighborhood telework centers, branch offices close to their homes, or even their homes. These facilities will be linked to parent offices with computers, state-of-the-art telecommunication links, and teleconferencing facilities. Many residents will be able to live, work, and play in their own communities. Employee and family life quality will be enhanced as long work commutes are gradually eliminated.

We see... businesses relocating from the downtown area to suburban communities to meet labor needs and to reduce office space and parking costs. They will realize reduction in business travel as they are able to receive more information from government and other "smart" offices via remote computer terminals. We will also see decreases in public travel as access to information becomes available at conveniently located state satellite offices.

We see... an exciting evolution as Hawaii moves into the Information Age. We see a corresponding evolution into "electronic highways" as communication is increasingly substituted for transportation. The development of Hawaii's transportation and communication systems will enhance it to be globally competitive in the 21st Century.

APPENDIX B

Strategies and Activities to Enhance Public Involvement

APPENDIX B

STRATEGIES AND ACTIVITIES TO ENHANCE PUBLIC INVOLVEMENT

The following list of public involvement strategies and activities for Hawaii DOT projects are suggested. It is akin to that identified in the OMPO Public Involvement Program. The Hawaii DOT has utilized many of these strategies in prior work..

1. **AWARD CERTIFICATES** could be awarded to member organizations with outstanding public participation or leadership.
2. **BRAINSTORMING** is a simple technique that could be used in meetings where participants come together in a freethinking forum to generate ideas. Used properly, either alone or in conjunction with other techniques, brainstorming can be a highly effective method of moving participants out of conflict and toward consensus.
3. **CHARRETTES** are meetings that could be held to resolve a problem or issue. Within a specified time limit, participants work together intensely to reach a resolution.
4. **CITIZEN EDUCATION WORKSHOPS** could be given on Hawaii DOT's purpose, role, and significant actions (chairs/presidents/designated representatives of neighborhood boards and organizations will be invited to the orientation/workshop.)
5. **CITIZEN SURVEYS** could be used to obtain opinions and attitudes of neighborhood boards, business, community, and professional organizations on transportation issues of concern and to obtain input on the best ways for communicating and participating in the planning process.
6. **COLLABORATIVE TASK FORCES** could be used at the project level to resolve issues within a project. Task Forces are assigned specific tasks and must come to conclusions and resolve difficult issues, subject to ratification by official decision-makers. Their discussion can help agencies understand participants' qualitative values and reactions to proposals. It can also aid in the development of policies, programs, and services and in the allocation of resources.
7. **COMMUNITY/ ORGANIZATION CONCERNS RELEVANT TO TRANSPORTATION** could be reported to the Hawaii DOT (e.g., concerns expressed in Neighborhood Boards and Committee on Accessible Transportation meeting minutes).
8. **FACT SHEETS** could be used to explain transportation-related issues.

9. **FACILITATION** could be used to guide groups through problem-solving processes. The group leader, a facilitator, is neutral with regard to the issues or topics under discussion. The facilitator works with the group as a whole and provides procedural help in moving toward a conclusion.
10. **FAX/TELEPHONE TREES** could provide timely notice of State Legislative and county hearings/meetings which impact any of the Hawaii DOT-related transportation plans/documents.
11. **FOCUS GROUPS** could be used to gauge public opinion. Borrowed from the marketing and advertising industry, they define transportation as a product with the public as customers. Focus groups are a way to identify customer concerns, needs, wants, and expectations. They can inform sponsors of the attitudes and values that customers hold and why. Each focus group involves a meeting of a carefully selected group of individuals convened to discuss and give opinions on a single topic.
12. **INTERNET OUTREACH** could be used to provide users with information about Hawaii DOT and its activities (e.g., meeting notices and documents up for review).
13. **MAIL SOLICITATIONS** could gain citizen participation in the Hawaii DOT transportation planning process.
14. **MEDIA STRATEGIES** such as news releases to regional and community newspapers and radio stations, could be used to inform the media and the public about specific meetings, projects, and programs that are underway.
15. **MEMBER ORGANIZATION COMMUNICATION** with the organization heads could keep organizations informed of Hawaii DOT's planning activities.
16. **NEWSLETTERS** could be used to highlight CAC activities, summarize Hawaii DOT actions, advise the public of pending and upcoming activities, and solicit CAC membership and/or participation in the planning process.
17. **PRESENTATIONS TO NEIGHBORHOOD BOARDS** could reach communities throughout Oahu. Created through the City and County of Honolulu, the 32 neighborhood boards (NB) represent most of Oahu and serve as a mechanism through which each neighborhood may communicate its needs and desires, both in the delivery of basic government services and in economic development and land use questions. .
18. **PUBLIC INVOLVEMENT SCHEDULE AND DECISION POINTS** could be distributed to provide the members and those interested the maximum opportunity to participate in Hawaii DOT's planning activities.
19. **PUBLIC WORKSHOPS/INFORMATIONAL MEETINGS** could be held in appropriate areas to receive input from the affected community.

20. **RECRUITMENT OF NEIGHBORHOOD BOARD AND COMMUNITY ASSOCIATIONS** could be done to elicit their involvement and to get a broader cross-section of groups to participate in the CAC's formed for specific Hawaii DOT projects.
21. **SPECIAL ISSUE REPORTS** could be announced or reported at meetings and/or via mail on relevant transportation issues.
22. **SPECIAL PRESENTATIONS** could be made upon request of community groups and organizations.
23. **SUBCOMMITTEES OF THE CITIZEN ADVISORY COMMITTEE** could be formed to study specific issues and develop recommendations for CAC consideration.
24. **TECHNICAL BRIEFINGS** could be given to provide a better understanding of proposed transportation projects and, in return, to provide the county/state agencies with feedback.
25. **TELEPHONE TECHNIQUES** could be used for two-way communication with the public to obtain information and to give opinions. Its use has entered a new era of potential applications to community participation, going beyond question-and-answer techniques toward the evolving new multi-media connections with televisions and computers.
26. **TRANSPORTATION FAIRS** are events that could be used to increase citizen interest in transportation and in specific projects or programs. They are typically one-day events that are heavily promoted to encourage people to attend. Attractions such as futuristic vehicles can be used to attract people, and noted personalities can also draw participants.
27. **TRANSPORTATION ISSUES BY GEOGRAPHICAL AREAS** could be used during the development of major transportation plan and programs to inform the people on the mailing list of planning efforts involving their areas.
28. **VIDEO TECHNIQUES** could be used to record/broadcast meetings of major planning document and decision-making meetings, and to show videos on Hawaii DOT's planning projects.
29. **VISIONING** could be used to create a goals statement, set strategies for achieving the goal, and results in a long-range plan. Visioning consists of a series of meetings focused on long-range issues, typically with a 20- or 30-year horizon.

APPENDIX C

Mailing List for Environmental Justice/Title VI Issues

Community Action Programs in Hawaii

Mr. George Yokoyama 961-2681
Executive Director
Hawaii County Economic Opportunity Council
47 Rainbow Drive
Hilo, Hawaii 96720

Ms. MaBel Fujiuchi 245-4077
Chief Executive Officer
Kauai Economic Opportunity
P.O. Box 1027
Lihue, Hawaii 96766

Mrs. Ruby Hargrove 521-4531
Executive Director
Honolulu Community Action Program, Inc.
1109 Maunakea Street, 2nd Floor
Honolulu, Hawaii 96817

Ms. Gladys C. Baisa 249-2990
Executive Director
Maui Economic Opportunity, Inc.
P.O. Box 2122
Kahului, Hawaii 96733

SOURCE: DLIR, Office of Community Services, March 27, 2002.

ORGANIZATIONS AND ASSOCIATIONS
REPRESENTING AND ASSISTING
LOW INCOME AND MINORITY INDIVIDUALS
Provided by Hawaii County Office of Aging
10/01/2003

BISAC Hilo
1420 Kilauea Ave
Hilo, HI 96720
935-4927

BISAC Kealahou
81-947 Helekii St
Kealahou, HI 96750
334-0266

Brantley Center
P.O. Box 1407
Honokaa, HI 96727
775-7245

Solid Rock
74-4855 Kanalani St
Kailua-Kona, HI 96740
327-6543

West Hawaii Mental Health Service
PO Box 664/79-1020 Haukapila St
Kealahou, HI 96750-0664
322-4818

North Hawaii Counseling Clinic
P.O. Box 1949
Honokaa, HI 96727
775-8835

Kau Mental Health Clinic
P.O. Box 790
Naalehu, HI 96772
929-7331

Puna-Pahoa Clinic
P.O. Box 1154
Pahoa, HI 96778
965-7422

Kaiser Permanente - Kona
75-184 Hualalai Rd
Kailua-Kona, HI 96740
327-2900

Alcoholics Anonymous
485 Kinoole St
Hilo, HI 96720
961-6133

YWCA of Hawaii Island
45-3396 Mamane St
Honokaa, HI 96727
775-0976

Hawaii Community Services
154 Holomua St
Hilo, HI 96720
935-3393

Pahoa Family Health Center
P.O. Box 1455
Pahoa, HI 96778
329-1488

Department of Veteran Affairs
891 Ululani St
Hilo, HI 96720
969-1684

Community Care Services
73 Puuhonu Pl. D-1
Hilo, HI 96720
935-3481

Coordinated Services for the Elderly
127 Kamana St
Hilo, HI 96720
961-8777

Hawaii County Economic Opportunity Council
47 Rainbow Dr
Hilo, HI 96720
961-2681

DHS-Med Quest
88 Kanoelehua Ave. #107
Hilo, HI 96720
933-0339

County Office of Housing & Community Dev.
50 Wailuku Dr
Hilo, HI 96720
961-8690

Office of Veteran's Services
101 Aupuni St #212
Hilo, HI 96720
933-0315

Case Management Coordination Project
P.O. Box 916
Hilo, HI 96721
974-6025

Diabetes Education & Counseling Center
1221 E. Kilauea Ave. #70
Hilo, HI 96720
933-9718

Tutu's House
P.O. Box 2655
Kamuela, HI 96743
885-6777

Office of Social Ministry
140-B Holomua St
Hilo, HI 96720
935-3050

Care Resources Hawaii
101 Aupuni St. #248
Hilo, HI 96720
935-2718

Kohala Home Health Care
67-1125 Mamalahoa Highway
Kamuela, HI 96743
881-4711

Kokua Nurses
260 Kamehameha Ave. #212
Hilo, HI 96720
935-6291

Hospice of Hilo
1011 Waianuenue Ave
Hilo, HI 96720
969-1733

Hospice of Kona
P.O. Box 217
Kailua-Kona, HI 96745
334-0334

North Hawaii Hospice
P.O. Box 1236
Kamuela, HI 96743
885-7547

Mobile Care Health Project
140-B Holomua St
Hilo, HI 96720
935-3050

Hale Anuenue Restorative Care Center
1333 Waianuenue Ave
Hilo, HI 96720
961-6644

Hilo Primary Care Clinic
120 Keawe St. 2nd Floor
Hilo, HI 96720
935-3781

Kupuna Home Care, Inc.
P.O. Box 442
Kealahou, HI 96720
323-8200

Pacific Care Services
1225 Kilauea Ave. Suite 200
Hilo, HI 96720
933-1475

Services for Seniors
101 Aupuni St. Suite 219
Hilo, HI 96720
935-1144

Hawaii Island Adult Care, Inc.
34 Rainbow Dr
Hilo, HI 96720
961-3747

Kona Adult Day Care
P.O. Box 1360
Kealahou, HI 96750
322-7977

The Salvation Army Hilo Temple Corps.
219 Pono Hawaii St./P.O. Box 967
Hilo, HI 96720
935-1277

COH - Immigration Information Office
1 Pauahi St. - Aupuni One Bldg.
Hilo, HI 96720
961-8220

Ohana Alternative Care Services
28 Hualani Dr
Hilo, HI 96720
935-0962

Aloha Health Care Providers
HCR2, Box 6924
Keaau, HI 96749
981-5260

Bay Clinic
311 Kalanianaʻole Ave
Hilo, HI 96720
934-3206

Hawaii County Nutrition Program
34 Rainbow Drive, Rm. 105
Hilo, HI 96720
961-8726

Keola Laulima O Leikuila
159 Kalanikoa St. Rm 102
Hilo, HI 96720
961-6426

Alu Like/Ke Ola Pono No Na Kupuna
32 Kinoole St, Suite 102
Hilo HI 96720
961-2625

Senior Employment Program
34 Rainbow Dr. Rm 201
Hilo, HI 96720
961-8750

Hawaii Island Rural Health Association
P.O. Box 811
Hilo, HI 96721
928-6140

Kau Rural Health Community Association
P.O. Box 878
Pahala, HI 96777
928-6140

Team Kohala
P.O. Box 295
Hawi, HI 96719
889-5852

Ke Anuenue AHEC
1261 Kilauea Ave. #240
Hilo, HI 96720
935-8658

Centers for Independent Living
East Hawaii
400 Hualani St
Hilo, HI 96720
935-3777

Center for Independent Living
West Hawaii
79-7360 Mamalahoa Highway, Suite 2B
Kealahou, HI 96750
323-2221

County of Kaua`i
Associations and Organizations Representing and
Assisting Low Income and Minority Individuals

Kaua`i Economic Opportunity, Inc.

Ms. Mabel Fujiuchi
P O Box 1027
Lihu`e, HI 96766

Office of Hawaiian Affairs

Ms. LaFrance Kapaka-Arboledo
3-3100 Kuhio Highway, Unit C4
Lihu`e, HI 96766

Alu Like, Inc.

Ms. Annette Creamer
3-3100 Kuhio Highway, Suite 6
Lihu`e, HI 96766

Habitat for Humanity-Kaua`i

Mr. Stephen Spears
P O Box 3557
Lihu`e, HI 96766

State of Hawai`i DHS-DVR

Ms. Brenda Viado
3060 Eiwa Street, #304
Lihu`e, HI 96766

Queen Lili`uokalani Children's Center

Ms. Kauai Castillo
4530 Kali Road
Lihu`e, HI 96766

Senior Law Program

Mr. Michael Ratcliffe
4268-K Rice Street
Lihu`e, HI 96766

Kaua`i Food Bank

Ms. Judy Lenthall
3285 Wa`apa Road
Lihu`e, HI 96766

Hanalei Community Family Center

Ms. Carol Washburn
P O Box 822
Hanalei, HI 96714

Catholic Charities

Ms. Hilda Cannon
P O Box 3029
Lihu`e, HI 96766

Self Help Housing Corp. of Hawaii

Ms. Claudia Shay
1427 Dillingham Boulevard, #305
Honolulu, HI 96817

State of Hawai`i DHS-Social Services Div.

Ms. Gail Takasugi-Ignacio
3060 Eiwa Street, #104
Lihu`e, HI 96766

Hale Kupuna

Ms. Cookie Walto
2363 Pu`u Road
Kalaheo, HI 96741

Hale Opio, Inc.

Ms. Mary Lou Barella
2959 Umi Street
Lihu`e, HI 96766

Veteran's Center

Mr. Joe Uliana
3367 Kuhio Highway, #101
Lihu`e, HI 96766

Malama Pono-Kaua`i Aids Project

Mr. Wes Tanigawa
P O Box 1950
Lihu`e, HI 96766

Legal Aid Society of Hawai'i

Ms. Christiane Nakea
3-3359 Kuhio Highway
Lihu'e, HI 96766

Eldercare Kaua'i

Ms. Charlotte Carvalho
3176-A Palai Street
Lihu'e, HI 96766

Kaua'i Center for Independent Living

Mr. Humberto Blanco
P O Box 3529
Lihu'e, HI 96766

Association for Retarded Citizens of Kaua'i

Ms. Ellen Chin
3201 Akahi Street
Lihu'e, HI 96766

County of Kaua'i-Office of Elderly Affairs

Ms. Ellie Lloyd
4444 Rice Street, #105
Lihu'e, HI 96766

Easter Seal Society of Kaua'i

Ms. Shayne Tokita
P O Box 667
Lihu'e, HI 96766

State of Hawai'i-DHS**Adult & Community Care Services**

Ms. Audrey Kawado
4370 Kukui Grove Street
Lihu'e, HI 96766

Steadfast Housing Development Corp.

Mr. Steven Kawahara
677 Ala Moana Boulevard, Suite 713
Honolulu, HI 96713

Wilcox Hospital Adult Day Care Center

Mrs. Caryn Sakahashi
3420 Kuhio Highway
Lihu'e, HI 96766

St. Michaels Church

Rev. Jan Rudinoff
P O Box 572
Lihu'e, HI 96766

YWCA of Kaua'i

Ms. Barbara Rehmer
3094 Elua Street
Lihu'e, HI 96766

State of HI-Workforce Development Div.

Mr. Tracy Hirano
3100 Kuhio Highway, C9
Lihu'e, HI 96766

Friendship House

Mr. Jack Yatsko
P O Box 780
Kapa'a, HI 96746

State of Hawai'i-DHS**Benefit & Employment Support Services**

Mr. Kelly Robinson
4473 Pahe'e Street, Room G
Lihu'e, HI 96766

County of Maui
Service Providers to Low and Moderate Income and Minority Persons
March 7, 2003

- MEO, Inc - Community Services - 249-2990

99 Mahalani Street
Wailuku, Hi 96793

- Ka Hale A Ke Ola Homeless Resource Center - 242-7600

670 Waiale Road
Wailuku, Hi 96793

- The Maui Food Bank - 877-4357

P.O. box 1693
Kahului, Hi 96732

- The Salvation Army - 871-6270

45 W. Kamehameha Ave.
Kahului, Hi 96732

- DHHS-Social Security Administration

- The Community Clinic of Maui - 871-7772

48 Lono Ave
Kahului, Hi 96732

- Hui No Ke Ola Pono - Native Hawaiian Health System - 244-4647

95 Mahalani Street
Wailuku, Hi 96793

- Malama Family Recovery Center - 877-7117

388 Ano Street
Kahului, Hi 96732

- Hale Kau Kau - St. Theresa's - 875-8754

25 W. Lipoa Street
Kihei, Hi 96753

- Maui AIDS Foundation - 242-4900

1935 Main Street #101
Wailuku, Hi 96793

- Maui Youth and Family Services - 579-8414

200 Ike Drive
Makawao, Hi 96768

- Mental Health Kokua-Maui - 242-6461

95 Mahalani Street
Wailuku, Hi 96793

- Child and Family Service - 877-6888

333 Dairy Road
Kahului, Hi 96732

- **VA- Maui Vets Center - 242-8557**
35 Lunalilo Street #101
Wailuku, Hi 96793

- **Women Helping Women - 579-9581**

- **Aloha House, Inc. - 579-9584**

- **Office For Social Ministry - Diocese of Honolulu - 244-8106**
95 Mahalani Street
Wailuku, Hi 96793

- **Catholic Charities Hawaii - Maui Office - 875-2984**
25 W. Lipoa Street
Kihei, Hi 96753

- **Maui Community Mental Health Center - 871-7772**
48 Lono Ave
Kahului, Hi 96732

- **IMPACT-Maui (Substance Abuse) - 244-6960**
2065 W. Main Street #110
Wailuku, Hi 96793

- **Hana Senior Center - Hale Hulu Mamo - 248-8833**
5101 Uakea Road
Hana, Hi 96713

- **'Ohana Makamae Family Center (Hana) - 248-8538**
P.O. Box 914
Hana, Hi 96713

- **Big Brothers/ Big Sisters of Maui, Inc. - 242-9754**
200 Waimaluhia Lane
Wailuku, Hi 96793

- **Maui Family Support Services - 242-0900**
1844 Wili Pa Loop
Wailuku, Hi 96793

- **The Queen Lili'uokalani Childrens' Center - 242-8888**
1791 Wili Pa Loop
Wailuku, Hi 96793

- **The Lightbringers- Lahaina - 667-6621**
57 Kahili Place
Lahaina, Hi 96761

CITY AND COUNTY OF HONOLULU

The Hawaii DOT contact list for the City and County of Honolulu is currently under development. The Hawaii DOT uses the current listing of OMPO as an interim measure.